

Barrs Court Primary School

Management of Medical Needs Policy

(Statutory Document)

Version No 1

February 2021



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Date approved by Staff	February 2021	
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BARRS COURT PRIMARY SCHOOL MANAGEMENT OF MEDICAL NEEDS POLICY

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing a course of antibiotics.

However, some have longer term medical needs and may require medicines to keep them well, for example children with well-controlled epilepsy, or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need adrenaline injection. Children with severe asthma may have need for daily inhalers and additional doses during an attack.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with support. However, staff may need to take extra care in supervising some activities to make sure these children, and others, are not put at risk.

There is no legal duty that requires school or setting staff to administer medicines. Barrs Court Primary School supports the administration of **long term** medication for children with a medical condition (see DfE guidance, Appendix 1) and will carry out medical techniques where this is necessary for the child to continue to be educated at school. The school will also put in place procedures to deal with emergency medical needs.

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their general practitioner, or paediatrician, if needed. The school doctor or nurse, or a health visitor for early years' settings, and specialist voluntary bodies may also be able to provide additional background information for school staff. The administration of medicines is the overall responsibility of the parents. To this end procedures have been established to ensure that all concerned, staff, parents, pupils and, where relevant, health professionals are aware of the child's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed, however, that the administration of medication is undertaken on a *voluntary basis* by staff and it will only be done where the procedures are followed.

Definitions

Daily Care Requirements – These are the agreed actions that staff will take place in school to help manage the medical condition on a daily basis. This could be administration of medication, carrying out medical techniques or simply to remind and/or supervise a pupil taking medication.

Emergency Action – This is action that will be taken in the event of a medical emergency. Action will be to dial 999 unless a child exhibits certain defined symptoms that are covered by a health care plan and an alternative has been specified, e.g. phone parent/carer, administer emergency medication.

Emergency Medication – This is medication held in school which will be administered if specified symptoms are observed in a child who has been identified with a medical condition and for which a health care plan is in place.

Emergency Situation – This is a situation where a child exhibits certain defined symptoms that have been identified as requiring emergency action.

Health Care Plan (HCP) – This is the agreed plan to be followed in managing an identified medical condition and will include day to day support and/or details of emergency action to be taken as appropriate.

Long Term Medication – This is prescribed medication required to manage a long term medical need, i.e. asthma, epilepsy etc.

Medical Condition – This is a condition that has been identified by medically qualified personnel.

Medical Techniques – These are specialist techniques which will either be undertaken routinely or in an emergency situation. Staff must have received appropriate information, instruction, training and supervision as identified as necessary when preparing the HCP.

Short Term Medication - This is prescribed medication that a pupil/student requires when they have an illness, e.g. antibiotics

Routine Administration

Prescribed medication – In the case of short term prescribed medication, the school will administer medication when a Medication Request form is received. It is the responsibility of the parents/carers to supply the medication which must be in the **original** appropriately labelled container indicating name of child, the dose and frequency to be given.

The child will be required to come to the office at the beginning of lunch or otherwise as required in order for the medication to be administered. A record of the medication form will be completed by staff to provide a record of any medication given. The school **will not** administer non-prescribed medication e.g Calpol or cough mixtures. *It is stressed, however, that the administration of medication is undertaken on a voluntary basis by staff and, therefore, certain medications may be excluded.*

Maintenance drugs – The school is happy to manage the administration of maintenance drugs e.g Insulin as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a Health Care plan (HCP) will be written for the child concerned.

If a child refuses to take medication, the parents will be informed at the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Storage and Disposal

Parents are requested to provide medicine in a clearly labelled container (or on the side of the item used e.g. inhaler). Medicine should be within date. It is not the responsibility of the school to dispose of medicines. It is the responsibility of parents to ensure that all medicines no longer required, including those which have date-expired are returned to a pharmacy for safe disposal.

Procedures

The following are the procedures that are to be followed in school to ensure the management of medical needs.

Long Term Medical Needs

Step 1 – Obtain Information on Child's long term medical condition

Prior to children starting at school parents/carers are requested to complete information on their child's health and, prior to the start of each subsequent year, they are asked to update this information. In addition to medical conditions the form also requests information on emergency contacts

NB: Parents/carers are not required to disclose information but if they do not it must be made clear to them that this will prevent the school from ensuring the safety of their child.

Step 2 – Assess the information provided

The health and emergency contact form should include additional detail where medication will be brought onto site and/or where staff are expected to provide support in administering medication or carrying out medical techniques. The following are the general assessment criteria to be followed:

a) Where there is an indication a child will undertake self-administration of long term medication - The information provided will be used initially to assess whether the child will be allowed to self administer, this decision being based on the child's maturity, the type of medication and the environment. If it is decided that the child can self administer a further decision will be taken as to whether the medication can be carried or should be kept in office/class. In these cases no HCP will be produced but the daily care requirements, what the medication is and what might constitute an emergency for the child will be added to the class/year group medical record form.

NB: Whenever medication is brought onto site the medication must be labelled to indicate who it is for and the dose required.

b) Where the form indicates that a child will require assistance to administer long term medication - The information provided will initially be used as the basis for discussion with staff as to whether the assistance can be provided. If not the responsibility will fall to the parent but it will be advised that the situation be discussed with consultant/GP as it may be possible to vary when medication needs to be provided. If staff feel able to support the administration of medication then a further decision is required to decide whether there is a need for a HCP. Unless the request is simply to remind the child to take medication or store and hand out medication a HCP, see form 2 attached, should be produced.

c) Where the form indicates that staff may be required to undertake medical techniques - The information from the form will initially be used as the basis for discussion with staff to see if they are happy to provide the support. If they are not then the Head Teacher will look at other possibilities and discuss these with the parents/carers. Where staff agree to provide support they must be provided with information, instruction, training and supervision as necessary and a HCP must be produced.

d) Where the form indicates there are allergic reactions that may require emergency medication to be administered – The information from the form will be considered. There are many allergies that children have which are generally not life threatening, e.g. hay fever, but any pupil/student with anaphylaxis, which is an extreme allergic reaction, will require the completion of a HCP.

e) Where there is information on allergies – This needs to be considered as a whole school issue and in case of food allergies information must be shared with catering and guidance should be issued to parents on what other children can bring to school. It will usually be sufficient to include such information on the class/year group medical record form.

Step 3 – Complete HCP

Where the assessment has indicated a HCP is needed and agreement has been reached with staff to either administer medication or support a child with medical techniques, an individual HCP must be completed. This plan will be based on information provided by the parents/carers or by medically qualified personnel as appropriate.

Any support identified as necessary when completing the HCP, whether in terms of facilities, equipment or training must be provided.

Step 4 – Add information to summary sheet

Compile the information on the medical needs of pupils/students and then add to the class/year group medical record form. This information aims to make staff aware of these issues and know who has a medical need and what that is. It must include as much detail as possible about what constitutes an emergency situation and what the daily care requirements are if any.

Step 5 – Record Keeping

It is necessary to record whenever medication is administered or there is a need to undertake a medical technique.

Step 6 – Review

Parents/carers need to be reminded regularly to update the school concerning their child's medical needs and a review of the existing procedures needs to occur whenever this happens or there is any reason to suspect the HCP is out of date or ineffective.



**Barrs Court Primary School
Medication Request Form**

Please note this information will be kept confidential until a decision is made on whether the medical needs can be supported at school but subsequently, information will be communicated to staff and volunteers as necessary to ensure your child's safety.

Name of Child..... Date of Birth..... Current Class.....

Please indicate level of request

- a) Request for child to self-administer medication
- b) Request to assist with the administration of medication
- c) Request to assist with medical techniques
- d) Request to assist in the management of allergy/ies

Please provide the following information on your child's medical condition
What is the medical condition?
Name of medication your child will bring to school
Dosage Frequency
What medical techniques will staff be expected to assist with?
What is your child's allergy/ies?
What support will be required to manage the allergy/ies?
Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)
Any other information which you feel is relevant

Signed..... (Parent/Carer)

Date.....



**Barrs Court Primary School
Health Care Plan**

Name of Child..... Date of Birth..... Current Class.....

The information on this plan is sensitive but where necessary, in order to ensure the safety of the pupil/learner, the front page of the plan will be displayed in appropriate places around the school and the entire plan shared with the persons indicated at the end of the plan.

Space for photograph	(Name)_____ has a medical condition which may be life threatening and this plan details both what constitutes an emergency and, where appropriate, day-to-day arrangements in place to manage the condition. Where necessary, and following agreement with the parent(s)/carer(s) a picture is included so that staff can readily recognise (name)_____ and thus ensure that immediate emergency action is implemented
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MEDICAL CONDITION Indicate below what the medical condition is
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EMERGENCY SITUATION Describe what constitutes an emergency situation for the pupil/learner
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EMERGENCY ARRANGEMENTS Describe the action to be taken should an emergency situation occur and who by

FOLLOW UP CARE & RECORDING Describe what to do following an incident if the pupil/learner remains in school.
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DAILY CARE REQUIREMENTS Describe what support is needed normally
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CONTACT INFORMATION

FAMILY CONTACTS

1) Name : _____ 2) Name : _____
Relationship : _____ Relationship : _____
Phone No. (Home) : _____ Phone No. (Home) : _____
(Work) : _____ (Work) : _____

MEDICAL CONTACTS

3) GP Name : _____ 4) OTHER Name : _____
Phone No. _____ Title : _____
Phone No. _____

EMERGENCY CONTACT

In the event an ambulance needs to be called:

DIAL 999, ASK FOR AMBULANCE, GIVE THE NAME AND ADDRESS OF SCHOOL AS BELOW

Barrs Court Primary School, Stephens Drive, Barrs Court, Bristol BS30 7JB

GIVE YOUR NAME, THE NAME OF THE CHILD AND THE CHILD'S MEDICAL CONDITION AND SYMPTOMS.

COPIES OF HEALTH CARE PLAN SENT TO

Who:	Name(s)	Date provided
Parent/Carer		
Classteacher		
Staff who have agreed to administer medication:		
GP/Consultant.		
Transport Provider		
Other		

In addition copies of the health care plan are kept on the individual's school file, with the medication and front page displayed in medical room, staff room and office.

Date:

